

Thinking about...

Coaching and Mentoring?



Helping all employees hone their skills **fosters efficiency, promotes employee engagement**, and allows knowledge accrued by seasoned members of organization to be passed on to junior employees. While mentoring and coaching future leaders is certainly crucial, it is also important to ensure that other employees receive the support that they need to reach their potential. Ensuring that all leaders are developing their skills optimizes team performance.

Although coaching and mentoring are closely affiliated, coaching implies a sustained effort to monitor someone's progress in completing a task or acquire a skill. Mentoring requires that an individual with a high degree of knowledge and experience serve as a guide for a mentee. A mentor will nurture a mentee's skills and talents, usually in preparation for rising within the organizational ranks.

Below is a selection of titles from **FAA Corporate Learning and Development** that can help you become an effective mentor or coach.

VISIT THE [LEADERSHIP KNOWLEDGECENTER](#) TO FIND THESE TITLES

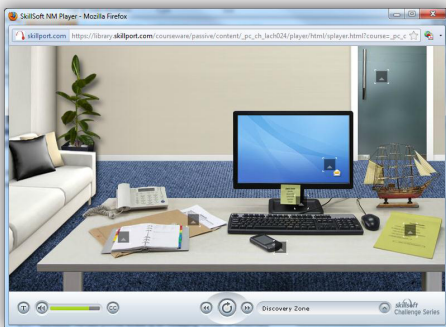


The Art of Effective Coaching

Web-based training
Found in *Leadership Knowledge Center*

Length: 6 minutes

- Learn how to identify experienced colleagues who are willing to act as coaches.
- Follow the narrator through an explanation of developing a positive relationship with a coach.
- Watch the narrator act out a scenario to show **effective strategies** that coaches use to provide effective feedback.

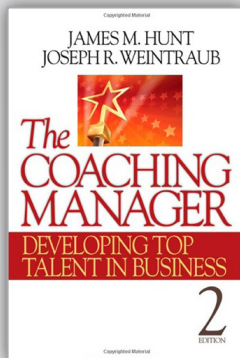


Coaching

Web-based training
Found in *Leadership Knowledge Center*

Length: 36 minutes

- Discover whether you have the skills, tact, and ingenuity to lead your team to success and generate results.
- This web-based training challenges you to become a **proactive and innovative problem-solver** as you act out the role of a regional manager.
- Decide how you would act out the role of a coach in the scenario to improve your team's performance.



The Coaching Manager – The Complete Summary

James M. Hunt and Joseph R. Weintraub

Print

Found in *Books 24x7*

- Learn the process of developmental coaching.
- Improve your ability to set goals, engage in dialogue, and provide helpful feedback.
- Begin to make **positive change** in your organization.

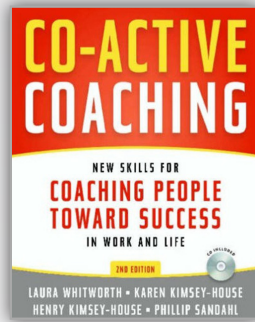
Co-Active Coaching: New Skills for Coaching People Toward Success in Work and Life, 2nd Edition

Laura Whitworth, Karen Kimsey-House, Henry Kimsey-House, and Phillip Sandahl

Print

Found in *Books 24x7*

- Use the exercises, questionnaires, checklists, and forms available in this book to monitor your progress on the job.
- Sample coaching dialogues provide examples of how to develop the structure and style of your coaching.
- Create your very own **“coaching toolkit”** using resources provided on the supplemental CD.
- Download content from the supplemental CD to view demonstrations of effective coaching.



Quick Talks: Shelley Stewart, Jr.: Importance of Coaching and Mentoring

Shelley Stewart, Jr.

Video

Found in *Books 24x7*

- Learn about some of the most important aspects of coaching and mentoring from celebrated business leader, Shelley Stewart, Jr.
- Through engaging personal anecdotes, Shelley Stewart, Jr. illustrates how mentoring and coaching benefits both individuals in the relationship.

Coaching, Counseling and Mentoring: How to Choose & Use the Right Technique to Boost Employee Performance, Second Edition

Florence M. Stone

Print

Found in *Books 24x7*

- This book guides you through the initial steps of becoming a mentor or coach.
- Choose the appropriate methods to deal with challenges in the mentoring and coaching process.
- Learn how to effectively use technology to always maintain open lines of communication through ‘e-conversations.’



FIND THESE ONLINE COURSES IN eLMS

NAVIGATIONAL INSTRUCTIONS

First Visit

1. Log in to eLMS.
2. Search for a course by title or keyword.
3. Add the content to your To-Do list.
4. Select the direct link that is now in your To-Do list.
5. Select "Go to Content."

Future Visits

If earning credit or demonstrating course completion is important to you, always select the direct link in your To-Do list.

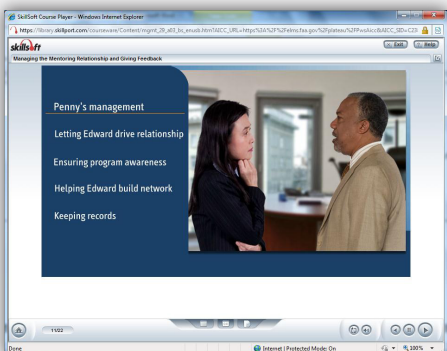


Achieving Success: The Help of a Mentor

Web-based training
Found in eLMS

Length: 3 Hours

- This highly **interactive** training provides a customized experience that presents situations that you may face in the workplace.
- A masterfully organized interface allows you to easily explore topics of interest including different **challenges** in the mentoring relationship.
- Tests are provided in a separate section so you can measure your progress as you view different topics.
- Supplemental resources, like job aids, allow you to expand upon what you learned in the course.



Essential Mentoring Techniques: Building and Maintaining Mentoring Relationships

Web-based training
Found in eLMS

Length: 1 Hour

- This course is one in a series for Essential Mentoring Techniques.
- Resources such as, job aids, are linked throughout relevant screens to enrich your comprehension of the topic.
- Characters presented in various **scenarios** illustrate key ideas.
- Targeted questions test your understanding of actions that spur effective mentoring.

Coaching Probationary Managers Comprehensive Interactive Scenario

Web-based training
Found in eLMS

Length: 30 minutes

- In this scenario-based course, learn about coaching methods and challenges by watching how an experienced manager coaches a new probationary manager.
- The direction of this narrative adjusts to your answers, so you focus on learning new information.
- View this course as a **dynamic sequence** or as traditional web-based training.



Adopting a Coaching Role

Web-based training
Found in eLMS

Length: 3 minutes

- This is a component of the SkillSoft Leadership Advantage track "Coaching."
- Engage in the coaching process as you match coaching methods to several work-based situations.
- Determine whether your coaching strategy improves an employee's performance throughout the web-based training.
- See examples of how to **resolve challenges** with employees through coaching.

